



---

## CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

### *“Honoring California’s Veterans”*

Located in the heart of scenic Napa Valley, the Veterans Home of California, Yountville is a community of and for veterans. Some 1,100 veterans (both men and women) live at the home. Founded in 1884, the Veterans Home of California, Yountville is the largest veterans’ home in the United States. It provides residential accommodations and a wealth of recreational, social, and therapeutic activities for independent living. Be a participant in the Agency’s mission of “Promoting and delivering the benefits provided by the grateful State of California to its deserving veterans and their families”.

### **STAFF SERVICES ANALYST (GENERAL) NURSING**

**Permanent, Full-Time**

**Position #573-625-5157-701**

**\$2,817.00 - \$4,446.00 Monthly**

**Location: Veterans Home of California, Yountville  
110 California Drive, Yountville, CA 94599-1414**

**Final File Date: December 19, 2012**

The salary listed for this classification will be adjusted to comply with the provisions of the 2012 Personal Leave Program.

#### **Who Should Apply:**

Current State employees in this classification or those who are eligible on a certification list, transfers or reinstatement may apply for this vacancy.

**NOTE:** APPOINTMENT IS SUBJECT TO SROA/SURPLUS PROVISIONS. PLEASE INDICATE THAT YOU ARE ON SROA/SURPLUS STATUS IN THE “APPLYING FOR” SECTION OF THE STD 678 EXAMINATION/EMPLOYMENT APPLICATION. APPLICATIONS WHICH INDICATE SROA/SURPLUS STATUS WILL BE GIVEN FIRST PRIORITY.

**If you are not a current State employee** or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at [www.calvet.ca.gov](http://www.calvet.ca.gov), or to view examinations offered by all State departments, please visit the CalHR website at [www.jobs.ca.gov](http://www.jobs.ca.gov).

HONORABLY DISCHARGED VETERANS WHO MEET THE REQUIREMENTS LISTED ABOVE ARE ENCOURAGED TO APPLY.

#### **Duties and Responsibilities:**

Under general supervision of the Director of Nursing, the Staff Services Analyst (General) provides budget planning, monthly staff reports and surveys; coordinates the hiring of nursing staff with Human Resources; and develops policy and procedure for Nursing Service. The incumbent is expected to consistently exercise a high degree of responsibility, confidentiality, initiative, and accuracy.

- Acts as support to the Director of Nursing and the Supervising Nurse II's, providing documentation for adverse actions, union issues, analyses for interdepartmental issues; prepares and gather information as related.
- Assists in interpreting departmental policies. Studies and evaluates programs and procedures. Prepares procedural manuals.
- Reviews budget annually and prepares preliminary Budget Change Proposals. Upon Headquarters' approval, prepares proposals which includes translating the information into appropriate language, identifying negative and budgetary impact; identifies alternatives and prepares a clear and concise analysis of the options.
- Prepares monthly and weekly reports on overtime, sick leave usage, budget, hours of care, 1:1 staffing, and vacancies. Works with Human Resources to ensure proper hiring documentation is completed and schedule interviews.
- Provides staffing information and other requested documentation during surveys. Analyzes staffing data to ensure balanced staff patterns. Monitor nursing contracts.
- Coordinates and schedules meetings and appointments, and maintains calendar for the Director of Nursing; makes travel arrangements and prepares itineraries; independently prepares and disseminates correspondence; sets up and maintains filing and tracking systems.
- Other related duties.

### How To Apply:

Visit the CalHR website at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to download the application. Submit your completed and signed State Application (Std. 678), and resume to: **Veterans Home of California, Yountville, Human Resources – Testing Unit, 110 California Drive, Yountville, CA 94599-1414**. All State applications must be postmarked no later than the final filing date.

**Note:** In the Explanations section on the State application, you must clearly indicate the basis of your eligibility, i.e., list, transfer, SROA, Surplus, Re-employment, Reinstatement or Training and Development Assignment. Failure to do so could result in being rejected from the interview process. In addition, you must reference position #573-625-5157-701.

### Questions:

If you have any questions, request information concerning this posting, need assistance in the application process, or require any type of Reasonable Accommodation, please contact **Human Resources Office, at (707) 944-4550. CA RELAY SERVICE: (800) 735-2929**.

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SUBJECT TO SCREENING AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. SUCCESSFUL COMPLETION OF LIVE SCAN AND A PRE-EMPLOYMENT PHYSICAL SCREENING (INCLUDING DRUG TESTING FOR CERTAIN CIVIL SERVICE CLASSIFICATIONS) WILL BE REQUIRED. 573-625-5157-701 RELEASED: 11.27.12